

FIN302: Advanced Voucher Processing



Ground Rules



Be on time



Sign the attendance sheet



Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Welcome

Introductions:

- Name
- Agency
- Job Title
- Goals for Class

Course Agenda

- 1 Course Introduction**
- 2 Module One: Advanced Voucher Processing**
- 3 Module Two: Accounts Payable Workflow**
- 4 Course Summary**

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Course Introduction

- › **Course Objectives**
- › **Roles and Responsibilities**
- › **Activities**

Course Objectives

After completing this course, the user will be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.
- Describe the Accounts Payable Workflow in PeopleSoft.

Roles and Responsibilities

Role	Responsibility
Agency Accounts Payable (AP) Processor	The Agency AP Processor will be responsible for entering, researching, deleting, and correcting vouchers.
Agency AP Maintainer	The Agency AP Maintainer will be responsible for any AP Supervisor tasks and setting up and maintaining control groups, correcting vouchers and managing matching. Will also be responsible for commitment control activities.
Agency AP Supervisor	The Agency AP Supervisor will be responsible for understanding the task of the AP Processor. This will include posting, un-posting for vouchers with a payment method of check, and for releasing holds.
Agency AP Approver	The Agency AP Approver will be responsible for approving vouchers through workflow. Approval levels will be defined through role configuration.
Agency Ad Hoc Approver	Responsible for approving vouchers that are assigned to them by the Agency Accounts Payable Approver.

Roles and Responsibilities

Role	Responsibility
AP Reporter	AP Reporters will be able to run AP transactional and vendor reports.
Agency Payment Requester	Create requests for payments outside of the purchasing/payables module and to run them with minimum knowledge of the Payables product. Aimed for end users on the field or with no Accounts Payable knowledge or access.
Viewers	The Viewer will be able to view voucher and payment information.
Workflow Administrator	The AP Workflow Administrator will be responsible for reassigning AP worklist items as needed.
State AP Maintainer	The State Controller's Office AP Maintainer will be responsible for posting manual payments.


Activities

You will take part in three levels of group and individual activities throughout this course:


- Instructor Demonstrations
- Training Exercises
- Challenges

























Vouchers Page

[Favorites](#) ▾ [Main Menu](#) ▾ > [Accounts Payable](#) ▾ > [Accounts Payable Center](#)

 **Welcome TrainUser09 Logged on PFNTRN** [Home](#) | [Work](#)

[Accounts Payable Center](#)

 **Vouchers**
Add, maintain, and approve vouchers.

<div> Add/Update Add and update vouchers.</div> <ul style="list-style-type: none"> Regular Entry Voucher Search Quick Invoice Entry Summary Invoice Entry Complete Register Voucher Close Voucher Delete Voucher Update Open Item UnPost Voucher	<div> Maintain Review and correct voucher errors.</div> <ul style="list-style-type: none"> Voucher Build Error Detail Consigned Item Errors Document Tolerance Exceptions Voucher Maintenance Search Voucher Maintenance Voucher Mass Maintenance Selective Payment Update Selective Withholding Update	<div> Approve Approve vouchers.</div> <ul style="list-style-type: none"> Approve Voucher Approval Framework - Vouchers Request Voucher Batch Mass Voucher Approval
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Advanced Voucher Processing

- › Objectives
- › Key Terms
- › Lesson One: Uploading Vouchers
- › Lesson Two: Creating a Reversal Voucher
- › Lesson Three: Enter an Adjustment Voucher
- › Lesson Four: Posting a Voucher
- › Lesson Five: Unposting a Voucher
- › Lesson Six: Closing a Voucher
- › Summary

Module 1: Objectives

After completing this module, the user will be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.

Module 1: Key Terms

Term	Definition
Budget-Checking	The process of validating voucher amounts against the relevant budget amount
Business Unit	An operational subset of an organization that enables planning of operations based on the way the organization functions
Chartfields	Descriptors used to categorize transactions in the PeopleSoft system
Combination Editing	The process of checking to see if a voucher has an allowable combination of Chartfields
Control group	A set of Vouchers that share similar processing rules
Matched Voucher	A Voucher that has been matched with appropriate documents such as a purchase order receipt

Uploading Vouchers

Overview:

Requests for payments to individuals, employees, suppliers, agencies, etc. are entered into PeopleSoft AP as vouchers. These vouchers are then processed for payment. The AP business process begins by recording a Supplier invoice as a voucher.

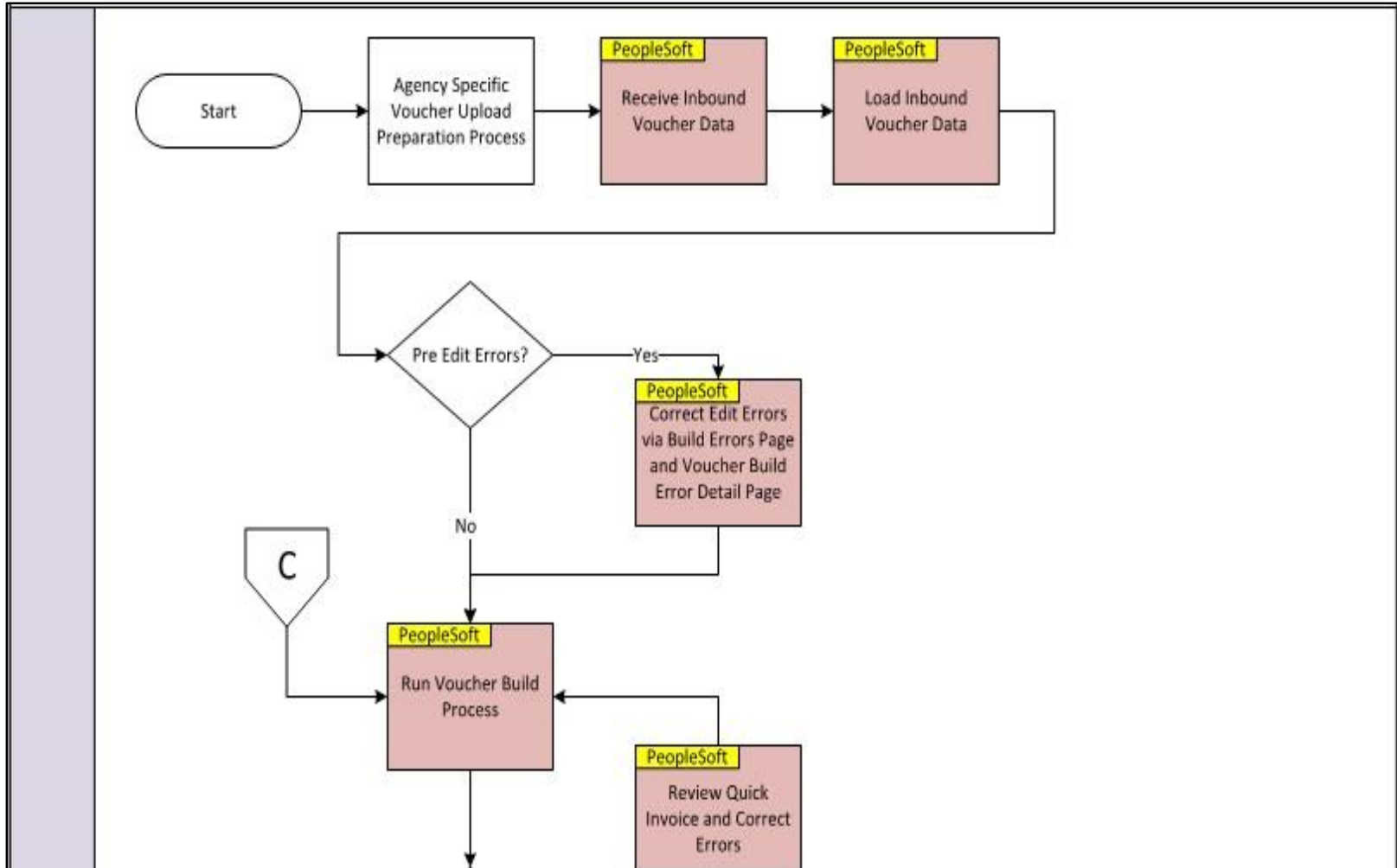
Uploading Vouchers

The goal of an effective voucher process is to:

- Identify the payee and amount to be disbursed.
- Allocate the expense to the proper accounting ChartField string.
- Document the authorization and due diligence processes to ensure appropriate use of agency funds.

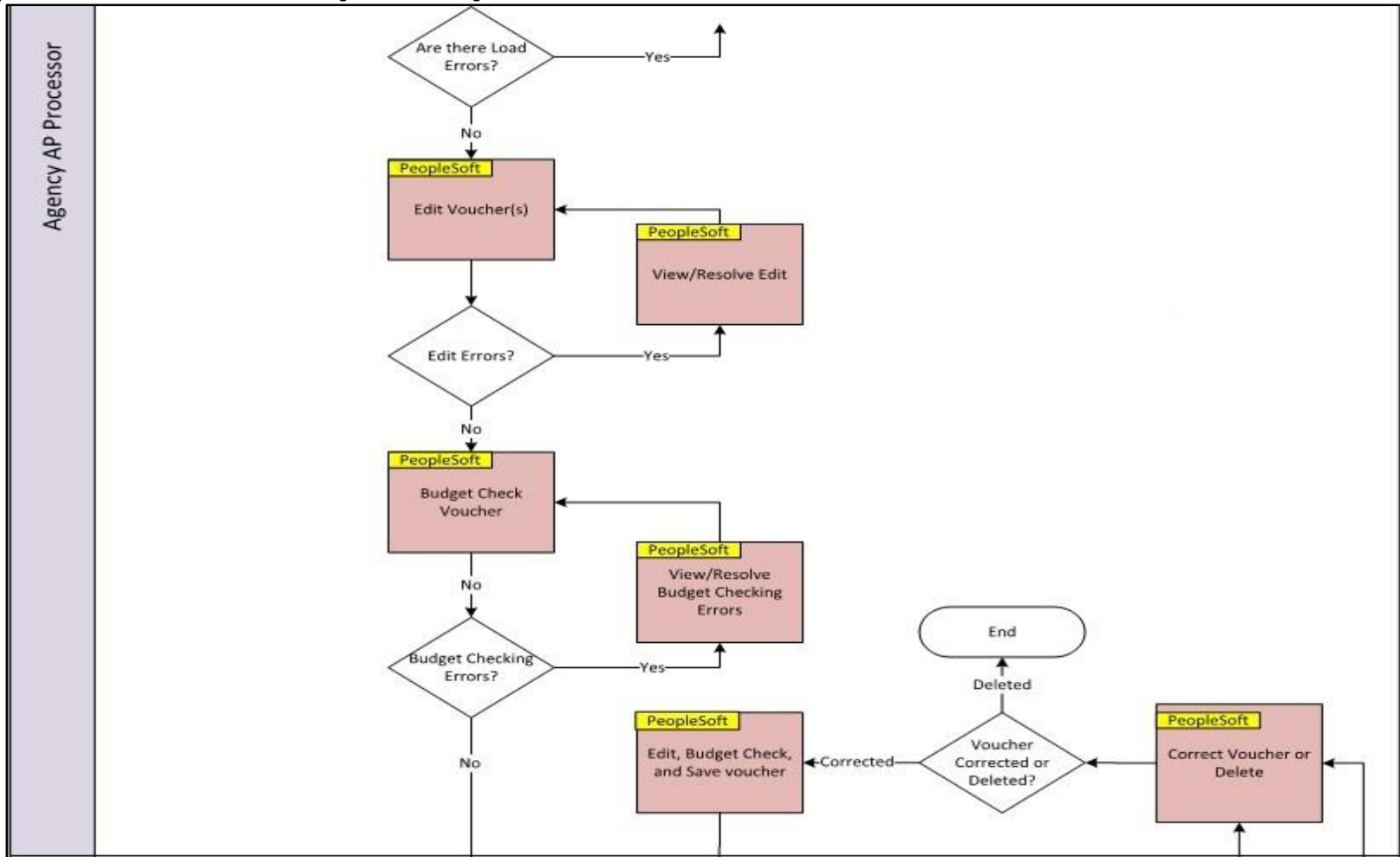
Uploading Vouchers

Import and Build



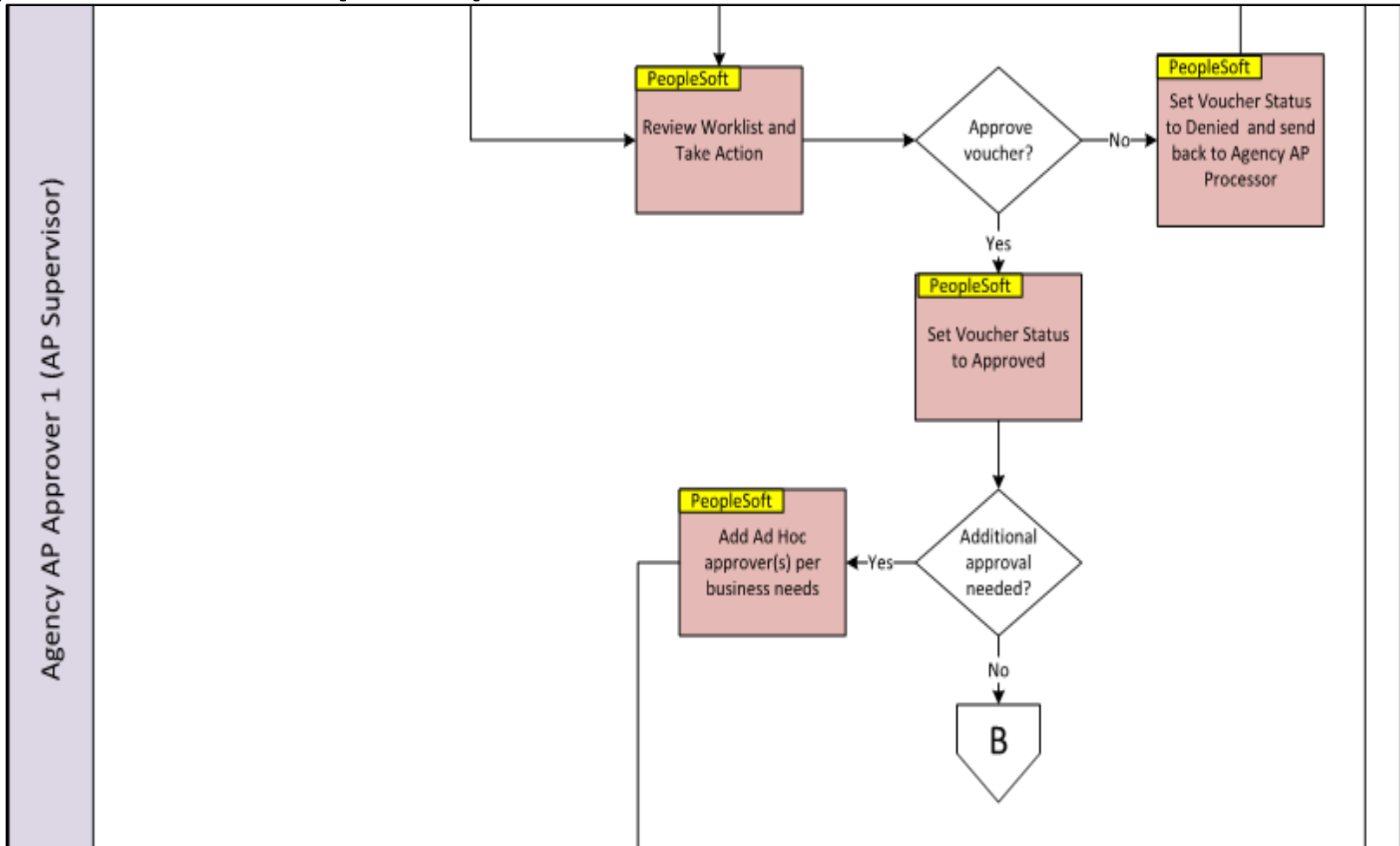
Uploading Vouchers

Import and Build (Cont.)



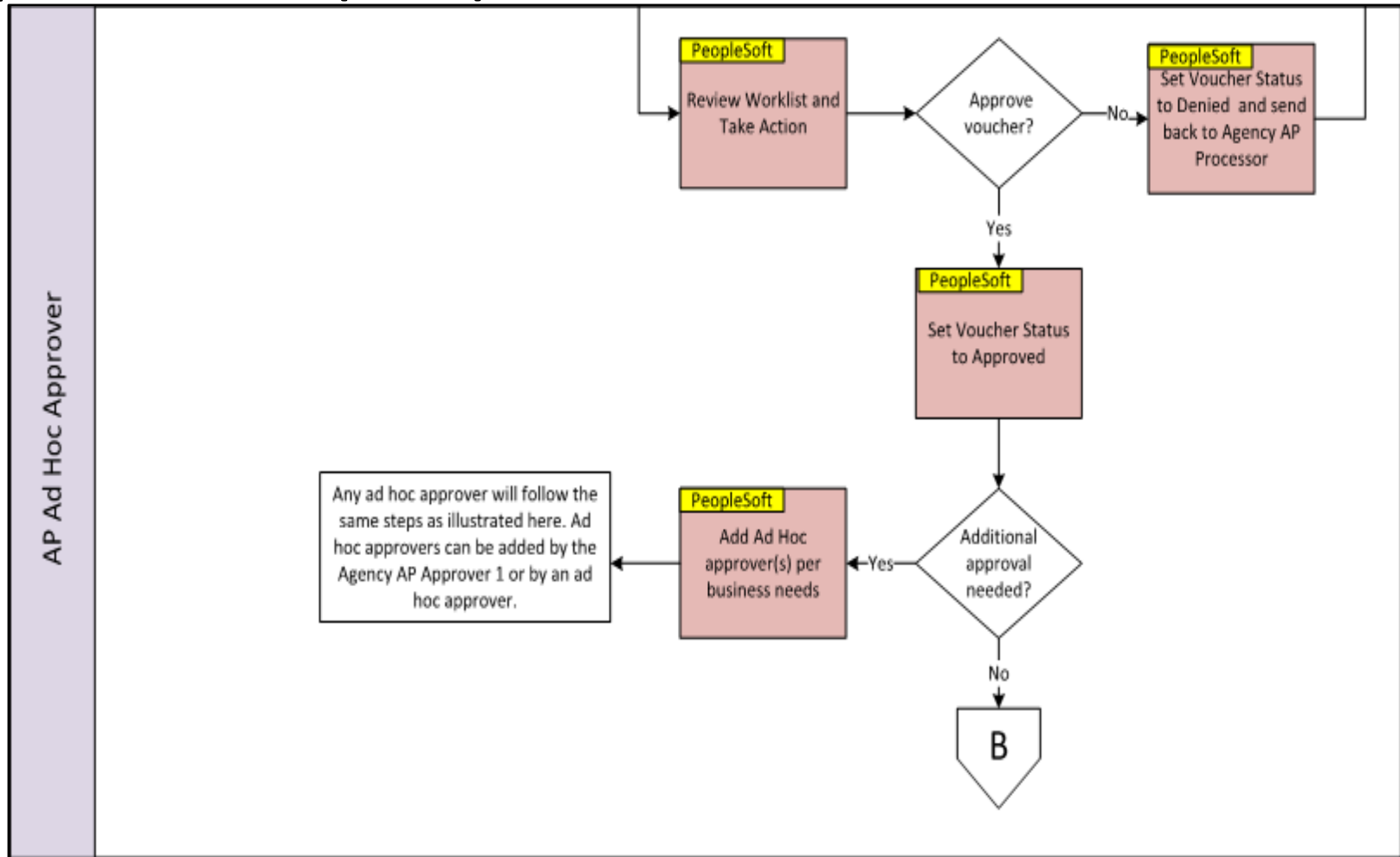
Uploading Vouchers

Import and Build (Cont.)



Uploading Vouchers

Import and Build (Cont.)



Uploading Vouchers

Import and Build:

- Vouchers are interfaced to PeopleSoft through a defined process.
- The Agency uses the Excel Voucher Upload to format voucher records and upload to PeopleSoft.

Uploading Vouchers

Creating Vouchers via Excel:

The ExcelUploadforVouchers.xlsm workbook is the PeopleSoft Spreadsheet Voucher Import user interface. It is used to prepare and enter Vouchers and then import them into the PeopleSoft database.

Uploading Vouchers

Data Entry Worksheet: All the transaction data is entered in this worksheet.

[illegible]

Uploading Vouchers

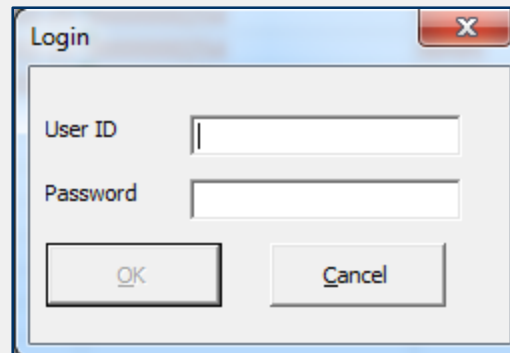
Data Entry worksheet columns are color coded depending on the corresponding voucher section.

Header Section	Line Section	Distribution Section	Payment Section
Voucher 1	Line 1	Dist. 1 for line 1	Payment 1, Voucher 1
	Line 2	Dist. 1 for line 2 Dist. 2 for line 2 Dist. 3 for line 2	
	Line 3	Dist. 1 for line 3 Dist. 2 for line 3	
Voucher 2	Line 1	Dist. 1 for line 1 Dist. 2 for line 1	Payment 1, Voucher 2
	Line 2	Dist. 1 for line 2	

Uploading Vouchers

To create spreadsheet Vouchers:

1. Enter data into the Data workbook.
2. Generate XML and post the file from the spreadsheet Voucher options.
3. Enter a valid user ID and password.

A screenshot of a 'Login' dialog box. The dialog has a title bar with the word 'Login' and a close button (X). Inside the dialog, there are two text input fields: the first is labeled 'User ID' and the second is labeled 'Password'. Below the input fields are two buttons: 'OK' and 'Cancel'.

Once the XML file has been posted, the system validates the data. Users must correct all noted errors immediately.

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the Uploading Voucher Process.

1. What are two ways to upload vouchers in bulk?
2. What is the purpose of the Data Worksheet in the Spreadsheet Voucher Workbook?



Uploading Vouchers

Voucher Mass Maintenance page can be used to delete Vouchers in bulk.

Voucher Mass Maintenance

Step 1: Search for the vouchers on which you want to perform a maintenance operation by entering one or more voucher field values. Click the Search button to view the vouchers that meet your search criteria.

Search Criteria Find First 1 of 1 Last

1 **1** *Field Name Business Unit 2 Equal To 37000 + -

☒ Single Value ☐ Range of Values

3 Filter Criteria Vouchers to be Field Replaced
Vouchers that can be Unposted
Vouchers to be Closed
Vouchers to be Deleted
Vouchers to be Field Replaced

Search

Chunk Size 300

Refresh

Uploading Vouchers

Search Results from Voucher Mass Maintenance Page

16	<input checked="" type="checkbox"/>	37000	00000017	Regular Voucher	ACCENT LEA-001	M10	01/20/2015	50.00	USD
17	<input checked="" type="checkbox"/>	37000	00000018	Regular Voucher	ACCENT LEA-001	M11	01/20/2015	50.00	USD
18	<input checked="" type="checkbox"/>	37000	00000019	Regular Voucher	ACCENT LEA-001	M12	01/20/2015	50.00	USD
19	<input checked="" type="checkbox"/>	37000	00000020	Regular Voucher	ACCENT LEA-001	M13	01/20/2015	50.00	USD
20	<input checked="" type="checkbox"/>	37000	00000021	Regular Voucher	ACCENT LEA-001	M14	01/20/2015	50.00	USD
21	<input checked="" type="checkbox"/>	37000	00000022	Regular Voucher	ACCENT LEA-001	M15	01/20/2015	50.00	USD

☒ Select All ☐ Deselect All

Field Replace Close UnPost **4** Delete

Summary: Uploading Vouchers

Now that you have completed the Uploading Vouchers lesson, you should be able to:

- Upload Vouchers into PeopleSoft to initiate Voucher processing.
- Delete Vouchers in bulk within PeopleSoft.

Creating a Reversal Voucher

Overview:

Reversal vouchers enable users to do several things. Primarily, reversal vouchers let them back out incorrect vouchers and start over.

Creating a Reversal Voucher

Reversal vouchers will allow users to:

- Restore encumbrance for actuals and budgets
- Reopen associated purchase orders to reduce the purchase order's matched quantity or amount

Voucher Page

Voucher

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

1 **Business Unit:**

2 **Voucher ID:**

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

3 **Add**

Creating a Reversal Voucher

Invoice Information Page

Invoice Information

Payments

Voucher Attributes

New Window

Business Unit 37000

Voucher ID NEXT

Voucher Style Reversal Voucher

5 Invoice Date

Invoice Received

AT&T

Supplier ID 0000000015

ShortName AT&T-001

Location MAIN

*Address 1

4 Invoice No

Accounting Date 03/17/2015

8 *Pay Terms 23D

Schd23Days

Basis Date Type Inv Date

Control Group

☐ Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Total	0.00
Difference	0.00

Comments(0)

Attachments (0)

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save

Save For Later

Action

Run

Calculate

Print

Copy From Source Document

6 Voucher ID

☐ Reverse Voucher

7 Copy to Voucher

9 Save

Save For Later

Notify

Refresh

Add

Update/Display

Invoice Information

Payments

Voucher Attributes

Training Exercise: Creating a Reversal Voucher

This Training Exercise will review how to create a Reversal Voucher. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. What was the purpose of using this particular voucher style?**
- 2. What kinds of other actions can be performed with a Reversal Voucher?**



Summary: Creating a Reversal Voucher

Now that you have completed the Creating a Reversal Voucher lesson, you should be able to:

- Create a Reversal Voucher to back out incorrect Vouchers.

Enter an Adjustment Voucher

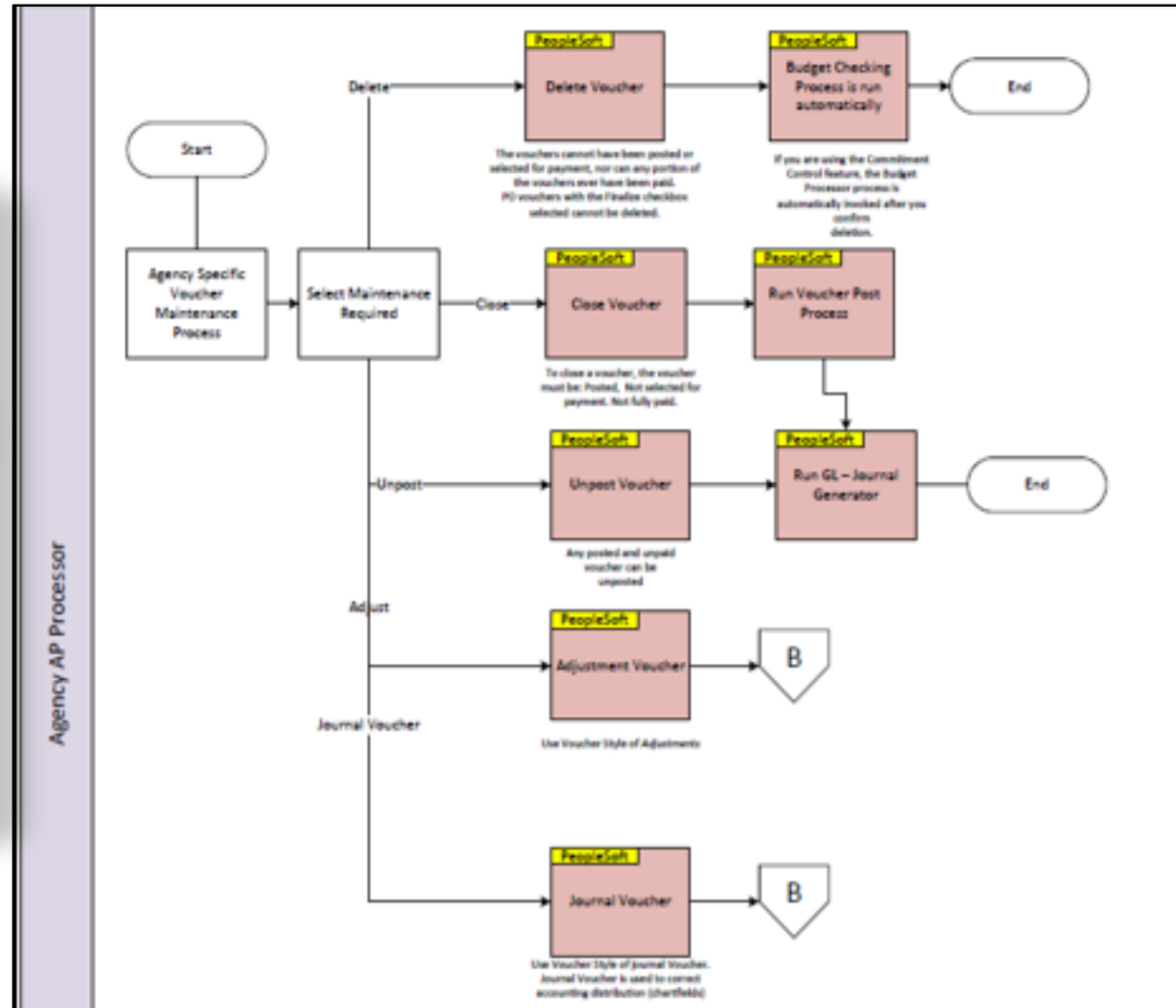
Overview:

Adjustment vouchers are similar to reversal vouchers in many aspects. However, adjustment vouchers have broader functionality. To reiterate some points covered in a previous lesson, reversal vouchers are credit vouchers designed to correct only a single voucher. Adjustment vouchers do not have such restrictions.

Enter an Adjustment Voucher

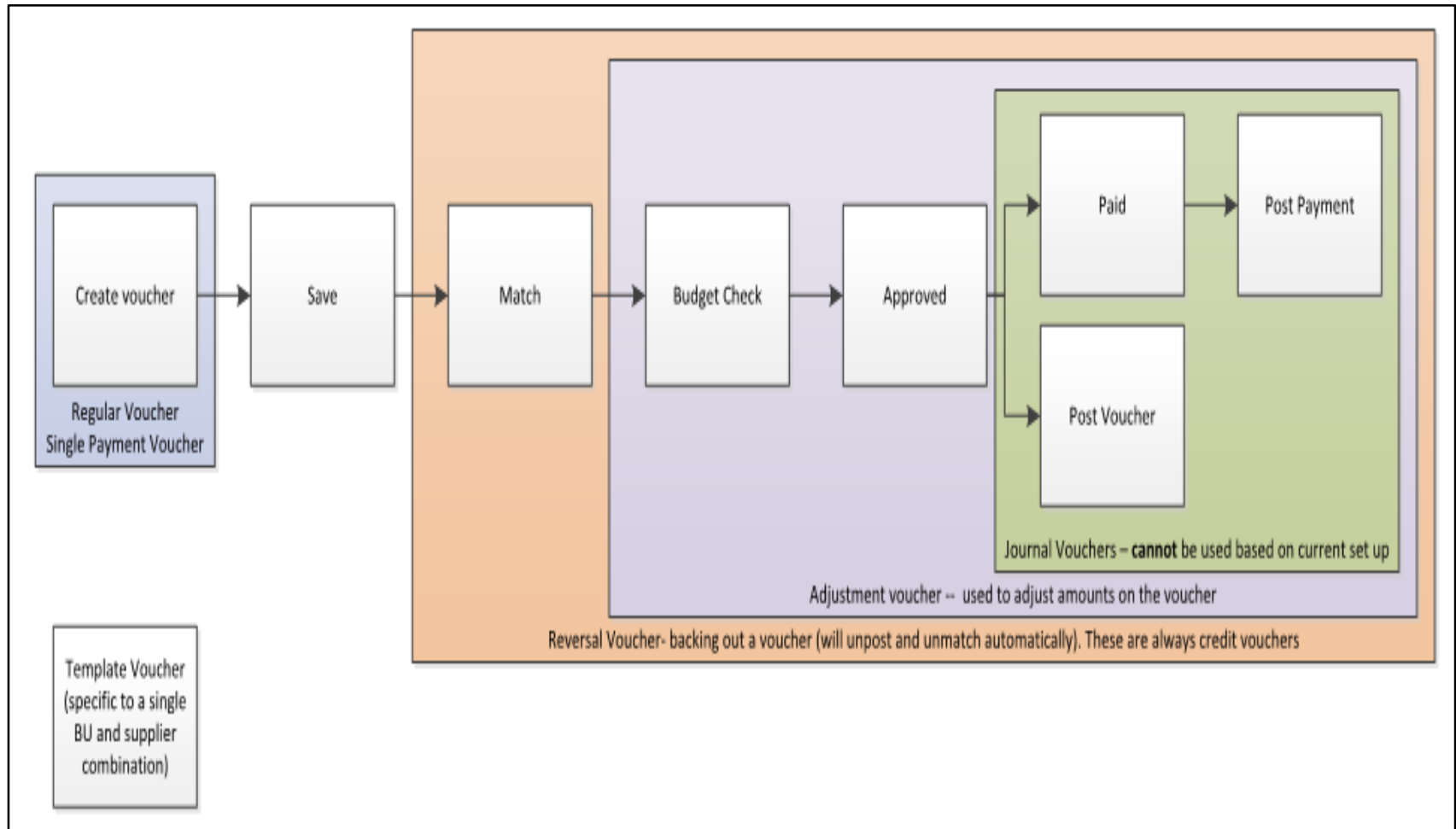
Maintain Vouchers:

Making adjustments is one of many maintenance actions that can be performed on vouchers. Others examples are deletion, unposting and closure.



Enter an Adjustment Voucher

Voucher Processing Flow Chart



Enter an Adjustment Voucher

Voucher Page

On the **Voucher** page:
Select the **Add a New Value**
tab. Enter an appropriate
Business Unit and **Voucher ID**
Select **Adjustments** in the
Voucher Style field.
Click **Add**.

Voucher

1 **Add a New Value**

2 **Business Unit:**

3 **Voucher ID:**

Voucher Style: Adjustments

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

4 **Add**

Find an Existing Value | Keyword Search | Add a New Value

Enter an Adjustment Voucher

Invoice Information Page

Invoice Information

Payments

Voucher Attributes

Business Unit 37000

Voucher ID NEXT

Voucher Style Reversal Voucher

Invoice Date

Invoice Received

AT&T

5 Supplier ID 0000000015

ShortName AT&T-001

Location MAIN

*Address 1

Invoice No

Accounting Date 03/17/2015

*Pay Terms 23D

Schd23Days

Basis Date Type Inv Date

Control Group

Incomplete Voucher

Invoice Total

Line Total 0.00

*Currency USD

Miscellaneous

Freight

Total 0.00

Difference 0.00

Comments(0)

Attachments (0)

Advanced Supplier Search

Supplier Hierarchy

Supplier 360

Save

Save For Later

Action

Run

Calculate

Print

Copy From Source Document

Voucher ID

Reverse Voucher

Copy to Voucher

Save

Save For Later

Notify

Refresh

Add

Update/Display

Invoice Information | Payments | Voucher Attributes

Enter an Adjustment Voucher

Copy from a Source Document Group Box

☐ Copy From Source Document

6

7

8

Invoice Lines ?

Find | View All First 1 of 1 Last

Line 1

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To 000031AD08

Description

Related Voucher

Packing Slip

☐ One Asset

▼ Distribution Lines

Personalize | Find | View All |

First 1 of 1 Last

GL Chart

Exchange Rate

Statistics

Assets

	Line	Merchandise Amt	Quantity	*GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
<input type="button" value="+"/> <input type="button" value="-"/>	1	0.00		37000								

Enter an Adjustment Voucher

Voucher Worksheet Page

Voucher WorksheetBack to Invoice

Voucher Lookup Criteria

Business Unit 37000

Voucher ID NEXT

Supplier ID 0000000015 AT&T

Voucher ID 00000043

Invoice Number 12345

From Voucher Line

To Voucher Line

Voucher Date Option No Date

Voucher Date

Additional Search Criteria

Max Rows to Return

Search

Copy Selected Lines

Reset

Voucher InformationFind | View AllFirst 1 of 1 Last

Unit 37000

Voucher 00000043

Invoice 12345

Date 03/16/2015

Supplier 0000000015 AT&T

Unpaid 100.000

☐ Reverse Qty/Amt

☒ Select All ☐ Deselect All

Select Voucher LinesPersonalize | Find | View AllFirst 1 of 1 Last

Select	Line	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input type="checkbox"/>	1			00000000000000000001	Test Item 1	10.0000	BTL	10.00000	100.00	USD

☒ Select All ☐ Deselect All

Gross Invoice Amount

100.000

Lines Entered

1

Enter an Adjustment Voucher

Invoice Total Subgroup

Invoice Total	
Line Total	200.00
*Currency	USD
Miscellaneous	<input type="text"/>
Freight	<input type="text"/>
<hr/>	
9 Total	100.00
Difference	100.00

Enter an Adjustment Voucher

Invoice Line and Distribution Line sub-groups

Invoice Lines ? Find | View All First 1 of 2 Last

Line 1 SpeedChart

10 Distribute by Amount

Ship To 000031AD08

Item 0000000000000000

11 Description Test Item 1

Quantity 10.0000

Related Voucher 00000043

UOM BTL

Packing Slip

Unit Price 10.00000

12 Line Amount 100.00

Calculate

One Asset ☐

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart Exchange Rate Statistics Assets

	Line	13 Merchandise Amt	Quantity	14 GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
<input type="button"/> <input type="button"/>	1	100.00	10.0000	37000 <input type="text"/>	FY2015 <input type="text"/>	10000 <input type="text"/>	44100 <input type="text"/>	3700000000 <input type="text"/>	7300000 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

15 Save Save For Later

Training Exercise: Enter an Adjustment Voucher

This Training Exercise will review how to enter an Adjustment Voucher in PeopleSoft. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. What is the purpose of an Adjustment Voucher?**
- 2. How is an Adjustment Voucher different from a Reversal Voucher?**
- 3. What is the name of the page where users enter adjustment lines needed for an adjustment?**



Summary: Enter an Adjustment Voucher

Now that you have completed the Performing Adjustments lesson, you should be able to:

- Determine when Voucher adjustments are necessary
- Take the appropriate steps to make necessary adjustments

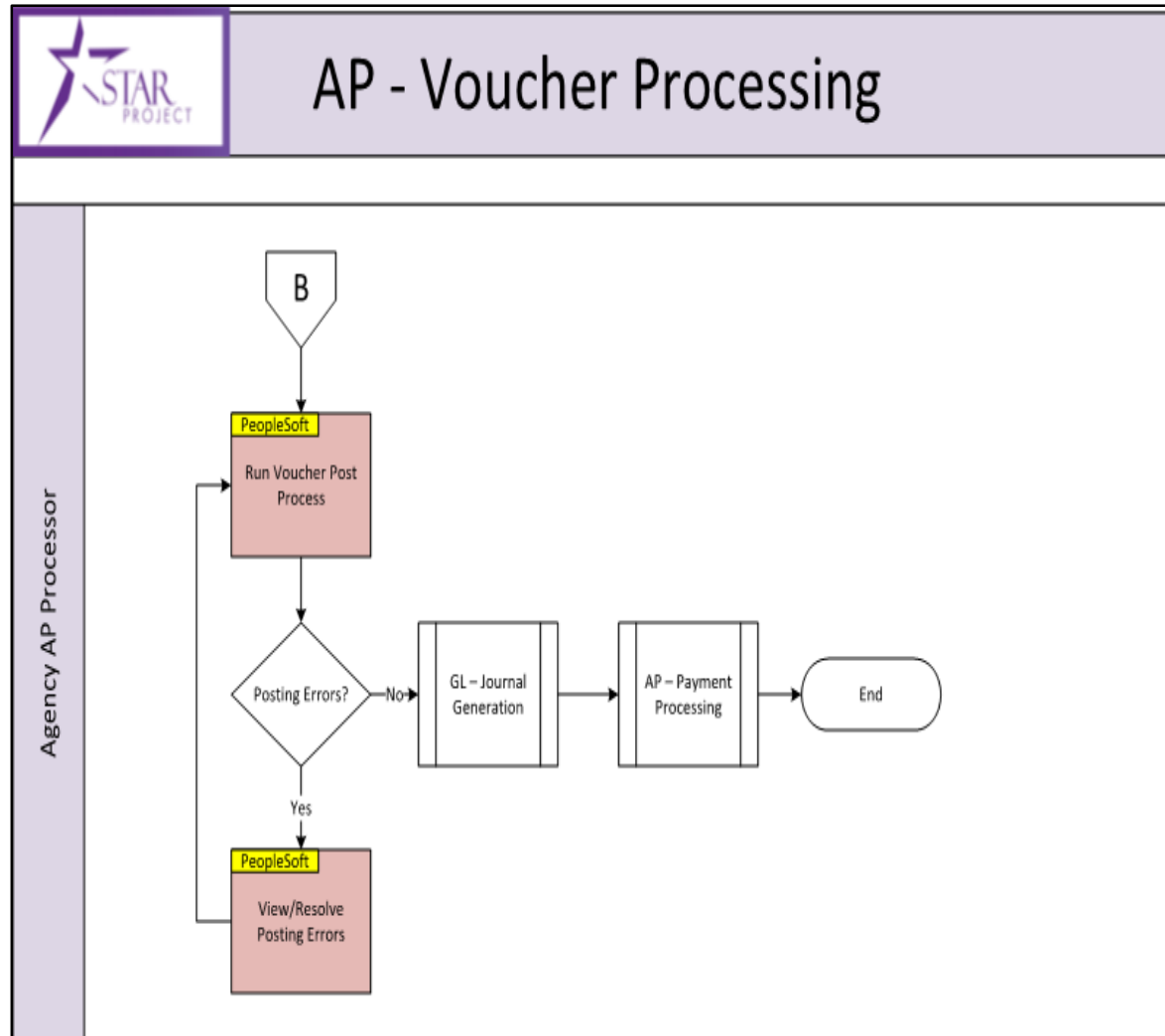
Posting a Voucher

Overview:

The Voucher Posting process creates accounting entries from Vouchers. The system uses preset inheritance rules to identify the offset accounts needed to create accounting entries. These accounting entries are then made available for generating general ledger journals. Vouchers do not have to be approved for accounting entries to be created. However, they must be approved and posted before they can be sent to the general ledger.

Posting a Voucher

Voucher Processing



Posting a Voucher

Voucher Processing:

- Vouchers are edited and budget checked online during voucher entry.
- Vouchers are approved after online editing and budget checking. Further processing will ensue after approvals.

Posting a Voucher

Multiple Vouchers can be posted at once according to:

- Business Unit
- Origin
- Control group
- Voucher

Posting a Voucher

In order for a Voucher to be posted, it must meet the following criteria:

- Passed all validations including Combination Editing
- Valid upon Budget Check
- Valid Matching

Posting a Voucher

Vouchers can be posted in one of three ways:

- Automatically assuming the voucher has met all posting requirements
- Through the Voucher Build Request Page
- Through the Invoice Information Page

Posting a Voucher

Voucher Build Request page

Voucher Posting Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

1 **Run Control ID:** begins with ▼

☐ Case Sensitive

2 **Search** [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Posting a Voucher

Voucher Build

Voucher Build | [Process Messages](#) | [Build Errors](#)

Run Control ID 1 Report Manager Process Monitor 9 **Run**

Run Control Options

3 *Request ID 1

4 Description Test Run Control I

5 From Date ☐ Assign Invoice ID

To Date ☒ Assign Invoice Date

6 *Process Option Process All Units

7 *Voucher Sources All (Unrestricted)

☐ Autopilot Run Control

Selection Parameters Personalize | Find | First 1 of 1 Last

Business Unit▼

Interfaces Personalize | Find | First 1 of 1 Last

8 *Voucher Build Interfaces

*Contract Voucher Action

Publish Voucher Messages

All Interfaces

Build Voucher

☐

[Voucher Build](#) | [Process Messages](#) | [Build Errors](#)

Posting a Voucher

Voucher page

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

1 Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

Business Unit:	= ▼	<input type="text"/>	
Voucher ID:	begins with ▼	<input type="text"/>	
Invoice Number:	begins with ▼	<input type="text"/>	
Invoice Date:	= ▼	<input type="text"/>	
Short Supplier Name:	begins with ▼	<input type="text"/>	
Supplier ID:	begins with ▼	<input type="text"/>	
Supplier Name:	begins with ▼	<input type="text"/>	
Voucher Style:	= ▼	<input type="text"/>	▼
Related Voucher:	begins with ▼	<input type="text"/>	
Entry Status:	= ▼	<input type="text"/>	▼
Voucher Source:	= ▼	<input type="text"/>	▼
Incomplete Voucher:	= ▼	<input type="text"/>	▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Posting a Voucher

Voucher Search Results

Search Results													
View All												First	1-40 of 40
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
37000	00000041	ACHPMT	600	600	01/26/2015	HUMAN RESO-001	0000000254	HUMAN RESOURCES DEVELOPMENT PRESS	Regular	(blank)	Postable	Online	Complete
37000	00000040	Change90DUP	30	30	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	Regular	(blank)	Postable	Online	Complete
37000	00000039	90DUP	30	30	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	Regular	(blank)	Postable	Online	Complete
37000	00000038	testcontrolgroups2	40	40	01/13/2015	EXCELLUS H-001	0000000018	EXCELLUS HEALTH PLAN, INC.	Regular	(blank)	Postable	Online	Complete
37000	00000037	testcontrolgroups1	20	20	01/08/2015	AMERICAN L-001	0000000098	AMERICAN LITHOGRAPHY &	Regular	(blank)	Postable	Online	Complete
37000	00000035	MultiPayee	120	120	01/20/2014	APEX-001	0000000048	True Value Hardware	Regular	(blank)	Postable	Online	Complete
37000	00000034	Handlmess	100	100	01/20/2015	INTERNATIO-001	0000000024	INTERNATIONAL RETIREMENT RES	Regular	(blank)	Postable	Online	Complete
37000	00000033	ZeroDollar	0	0	01/20/2015	INTERNATIO-001	0000000024	INTERNATIONAL RETIREMENT RES	Regular	(blank)	Postable	Online	Complete
37000	00000032	M25	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000031	M24	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000030	M23	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000029	M22	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000028	M21	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000027	M20	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000026	M19	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000025	M18	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000024	M17	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000023	M16	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000022	M15	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000021	M14	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000020	M13	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000019	M12	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000018	M11	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000017	M10	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000016	M9	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000015	M8	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000014	M7	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete

Posting a Voucher

Invoice Information Page

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 37000 Invoice No ACHPMT
Voucher ID 00000041 Accounting Date 01/27/2015
Voucher Style Regular Voucher *Pay Terms 23D Schd23Days
Invoice Date 01/26/2015
Invoice Received
Basis Date Type Inv Date

HUMAN RESOURCES DEVELOPMENT PRESS

Supplier ID 0000000254
ShortName HUMAN RESO-001
Location MAIN
*Address 1

Invoice Total

Line Total	600.00
*Currency	USD
Miscellaneous	
Freight	
Total	600.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Preview Approval
Supplier Hierarchy

Save 3 **Action** 4 **Run** Calculate Print Submit Approval

Copy From Source Document

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 ☐ Copy Down
*Distribute by Amount
Item
Quantity
UOM
Unit Price
Line Amount 600.00

SpeedChart
Ship To 000031AD08
Description ACH ADVICE TESTE
Packing Slip

One Asset
Work Order

Calculate

Instructor Demonstration: Posting a Voucher

Your instructor will show you how to post a voucher in PeopleSoft while you follow along.



Instructor Demonstration: Debrief

- 1. Name two of the requirements that must be satisfied before a voucher can be posted.**
- 2. What is combination editing?**



Training Exercise: Posting a Voucher

This Training Exercise will review how to post a voucher in PeopleSoft. Refer to the separate data worksheet for all necessary data.



Training Exercise: Debrief

- 1. What is the purpose of the Journal Generator process?**
- 2. What fields can be changed after a Voucher has been posted?**
- 3. Besides using the Voucher Build Request page and the Voucher page, how else can a voucher be posted?**



Summary: Posting a Voucher

Now that you have completed the Posting a Voucher lesson, you should be able to:

- Post a Voucher in PeopleSoft so that transactions can be properly tracked.

Unposting a Voucher

Overview:

PeopleSoft Payables enables the user to unpost Vouchers, meaning that the user can re-open a posted (not paid) voucher and back out the accounting entries initially made to accrue the liability. To be eligible for unposting, a voucher must first be posted, and approval and payment status cannot be a factor.

Unposting a Voucher

Unpost Voucher Page

Navigation: Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > UnPost Voucher

Welcome TrainUser09 Logged on PFNTRN

All ▾ Search >> Advanced Search

Voucher UnPost

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

1 Business Unit: = ▾

2 Voucher ID: begins with ▾

Invoice Number: begins with ▾

Short Supplier Name: begins with ▾

Supplier ID: begins with ▾

Supplier Name: begins with ▾

Voucher Style: = ▾

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

Unposting a Voucher

Unpost Voucher Page

UnPost Voucher

Voucher Details

Business Unit

37000

Voucher

00000015

Supplier

Supplier ID

0000000028

ACCENT LEARNING & CONSULTING

Short Name

ACCENT LEA-001

Voucher Information

Invoice

M8

Origin

ONL

Date

01/20/2015

Group

Gross Amount

50.00

USD

Update Voucher

*Accounting Date

01/21/2015

Reversal Accounting Date

☒ Business Unit Default

☐ Use Current Date

☐ Use Specific Date

Accounting Date

4

Unpost

Return to Search

Notify

UnPost Voucher | Voucher Details

Unposting a Voucher

Unpost Voucher Page

Message

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

5

OK

Cancel

Instructor Demonstration: Unposting a Voucher

Your instructor will show you how to unpost a voucher in PeopleSoft while you follow along.



Instructor Demonstration: Debrief

- 1. What conditions must be met in order for a voucher to be unposted?**
- 2. How long does it take a voucher to become unposted after the user hits the unpost button?**
- 3. What is the purpose of unposting vouchers?**



Summary: Unposting a Voucher

Now that you have completed the Unposting a Voucher lesson, you should be able to:

- Unpost a Voucher in PeopleSoft for the purpose of correcting it

Closing a Voucher

Overview:

The user may close Vouchers when they want the remaining liability to be "written off" the supplier balance and the Voucher to be marked as complete. To close a Voucher, the Voucher must be posted, not selected for payment, and not fully paid. Saving a voucher for closure is irreversible.

Closing a Voucher

Close Voucher Page

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

1 **Business Unit:** = ▼

2 **Voucher ID:** begins with ▼ NEXT

Invoice Number: begins with ▼


Short Supplier Name: begins with ▼

Supplier ID: begins with ▼

Supplier Name: begins with ▼

Close Status Indicator: = ▼


☐ Case Sensitive

3 **Search** **Clear** Basic Search  Save Search Criteria

Closing a Voucher

Close Voucher Page

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Close Voucher

 Welcome AGENCY_AP_PROCESSOR Logged on PFNTRN

Close Voucher Voucher Details

Business Unit 50500 Voucher 00000008

Supplier

Supplier 0000000028 ACCENT LEARNING & CONSULTING
Short Name ACCENT LEA-001

Voucher Information

Invoice 12345	Origin ONL	Header Budget Status Valid
Date 12/01/2014	Group	Non-Prorated Budget Status Valid
Gross Amount 100.00 USD		Entry Status Postable
Related Voucher		Close Status Open

Process Manual Close

Manual Close Date

☒ Mark Voucher for Closure

5

Instructor Demonstration: Closing a Voucher

Your instructor will show you how to close a voucher in PeopleSoft while you follow along.



Instructor Demonstration: Debrief

- 1. What is the purpose of closing a voucher?**
- 2. What are the conditions that need to be met in order to close a voucher?**
- 3. Is it possible to undo marking a voucher for closure?**



Summary: Closing a Voucher

Now that you have completed the Closing a Voucher lesson, you should be able to:

- Determine when to close a Voucher and take appropriate steps to close the Voucher.

Module 1: Summary

Now that you have completed the Advanced Voucher Processing module, you should be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.

3

Accounts Payable Workflow

- › Objectives
- › Key Terms
- › Lesson One: Accounts Payable Workflow
- › Summary

Module 2: Objectives

After completing this module, the user will be able to:

- Describe the Accounts Payable Workflow in PeopleSoft.

Module 2: Key Terms

Term	Definition
Parallel Approval	A non-sequential approval process.
Serial Approval	A sequential approval process. One user must approve a voucher before the next approver in line can review it.
Workflow	A process that involves multiple users and the routing of data between those users.
Worklist	Prioritized lists of the work items that a person (or group of people) has to do.

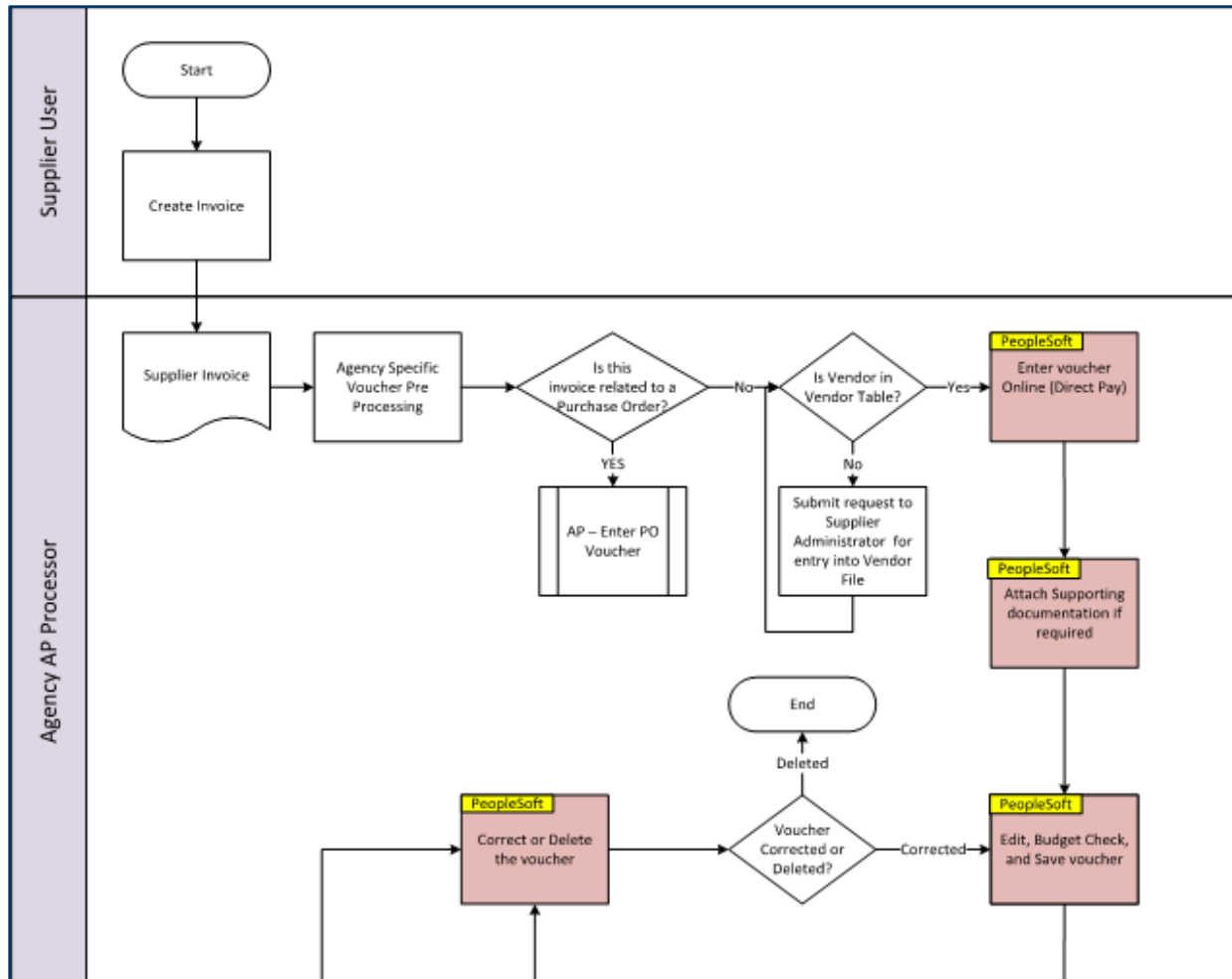
Accounts Payable Workflow

Overview:

Vouchers can be routed to approvers based on criteria such as origins or business unit. The approving user can review, deny, or approve Vouchers. If the Voucher is successfully matched to a purchase order, it is available for payment. Otherwise, it requires correction. During the approval process, approvers can add other approvers or reviewers to the current or a later stage of the approval process. This action is called ad hoc approval.

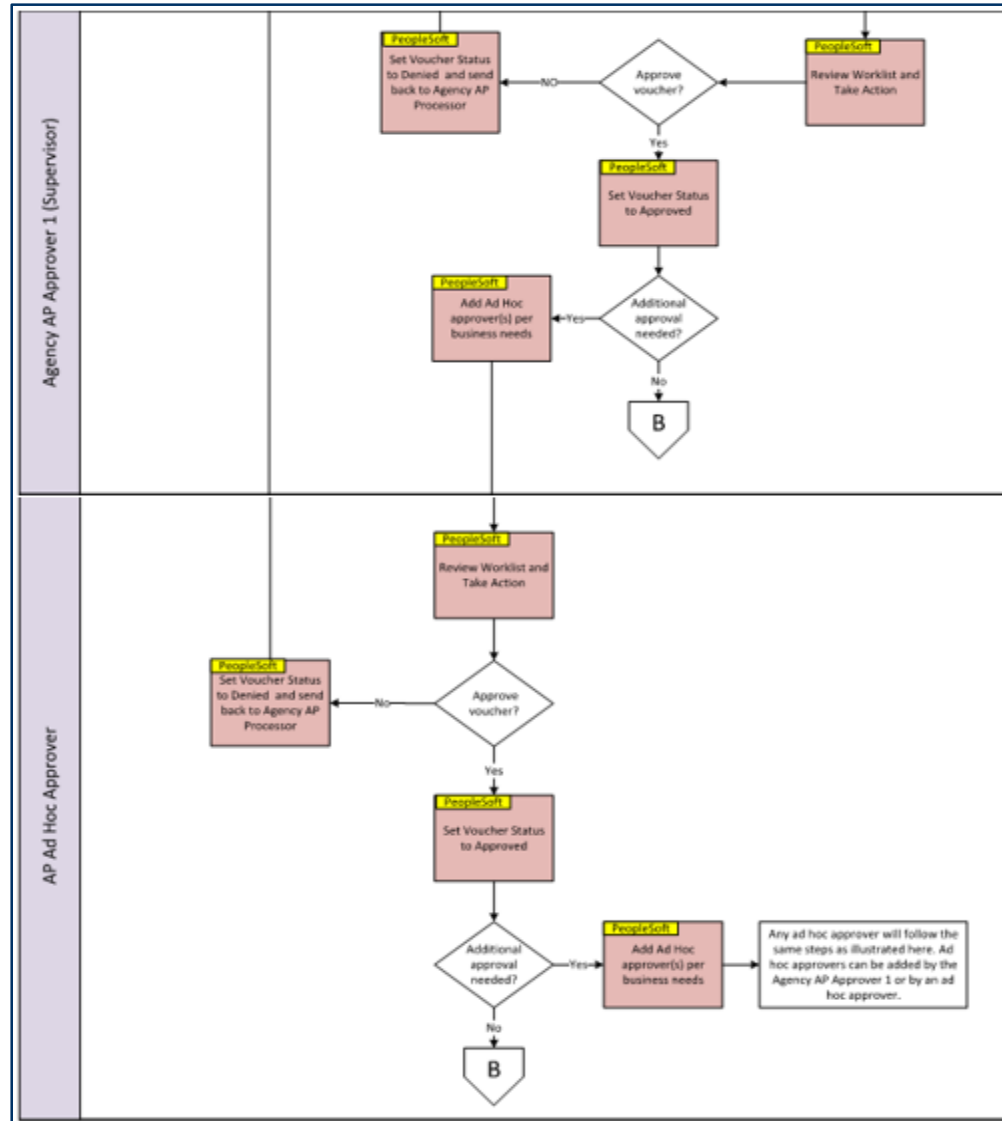
Accounts Payable Workflow

AP Voucher Approval



Accounts Payable Workflow

AP Voucher Approval(Cont.)



Accounts Payable Workflow

The **Worklist** lists all transactions that have been routed to the approver. Clicking on the voucher under the **Link** column opens the approval page for the voucher that was selected and the user can take appropriate action on a voucher.

Worklist

Worklist for AGENCY_AP_PROCESSOR: AGENCY AP PROCESSOR

[Detail View](#) Worklist Filters Feed

Worklist Items Personalize Find View All First 1-25 of 28 Last							
From	Date From	Work Item	Worked By Activity	Priority	Link		
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 96, VoucherApproval, 1901-01-01, N, 0, BUSINESS UNIT:37000, VOUCHER ID:00000035, RDC:A,0,R,	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 80, VoucherApproval, 1901-01-01, N, 0, BUSINESS UNIT:37000, VOUCHER ID:00000034, RDC:A,0,R,	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 79, VoucherApproval, 1901-01-01, N, 0, BUSINESS UNIT:37000, VOUCHER ID:00000033, RDC:A,0,R,	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 95, VoucherApproval, 1901-01-01, N, 0, BUSINESS UNIT:37000, VOUCHER ID:00000032, RDC:A,0,R,	Mark Worked	Reassign

Accounts Payable Workflow

Voucher Approval Page

Approval

Line Information

Charge Information

Business Unit 37000

Voucher 00000001

Invoice Date 01/12/2015

Invoice Number 01202015

Supplier CHANGE & INNOVATION AGENCY

ID 0000000021

Voucher Details

Transaction Currency USD

Total 60.00

Misc Amt 0.00

Freight 0.00

Sales Tax 0.00

Use Tax 0.00

Entered VAT 0.00

Terms Sched 23 Days



Approval Status Pending

Added By AGENCY_AP_PROCESSOR

AGENCY AP PROCESSOR

Attachments (0)

Details

Personalize | Find | View All |   First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SHARE	0000000021	Remitting Address	02/04/2015	60.00	USD	CHANGE &

III

Learning Checkpoint

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the AP Approval Workflow Process.

1. With the exception of preapproved vouchers, how many levels of approval are automatically required for vouchers entered into PeopleSoft?
2. Describe the workflow process.
3. What is a worklist?



Summary: Accounts Payable Workflow

Now that you have completed the Accounts Payable Workflow lesson, you should be able to:

- Describe the AP Workflow process and how it's used to handle voucher processing in PeopleSoft.

Module 2: Summary

Now that you have completed the Advanced Voucher Processing module, you should be able to:

- Describe the Accounts Payable Workflow.

4

Course Summary

- › Objectives Achieved
- › Next Steps
- › Additional Resources
- › Additional Questions
- › Course Survey

Objectives Achieved

Congratulations! You have completed the Advanced Voucher Processing course and should now be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.
- Describe the Accounts Payable Workflow in PeopleSoft

Next Steps

Now that you have completed the course, make sure that you complete the following tasks:

- Course assessment
- Course evaluation
- Log off your workstation

Additional Resources

The following resources are available to increase your understanding of the lessons covered in this course:

- STAR User Productivity Kits
- STAR Job Aids

For additional Information:

- STAR Project Website: starproject.wi.gov
- STAR Intranet: <http://starconnection.wi.gov/Team>

Additional Questions

